



INDIANA COMMISSION *for*
HIGHER EDUCATION

REQUEST FOR PROPOSAL: 20-002

Grant: IN GEAR UP Summer Bridge Program Grants

10/17/2019

Response Due Date: 11/22/2019

Jarod Wilson, Director of Postsecondary Outreach & Career Transitions
Indiana Commission for Higher Education
101 W. Ohio St. Ste. 300
Indianapolis, IN 46204

SECTION ONE
GENERAL INFORMATION AND REQUESTED PRODUCTS/SERVICES

1.1 INTRODUCTION

It is the intent of the Indiana Commission for Higher Education to solicit responses to this Request for Proposal (RFP) in accordance with the statement of work, proposal preparation section, and specifications contained in this document. This RFP is being posted to the Commission’s website (<http://www.in.gov/che/3171.htm>). Neither this RFP nor any response (proposal) submitted hereto are to be construed as a legal offer.

1.2 DEFINITIONS AND ABBREVIATIONS

The following are explanations of terms and abbreviations appearing throughout this RFP.

IAC	Indiana Administrative Code
IC	Indiana Code
IN GEAR UP Cohort Students	Students from the 11 Indiana high schools receiving direct intervention and support through the IN GEAR UP program. IN GEAR UP cohort schools include (link to map): Crawford County High School; Marengo, Indiana West Side Leadership Academy; Gary, Indiana Charlestown High School; Charlestown, Indiana Jeffersonville High School; Jeffersonville, Indiana Arsenal Tech High School: Indianapolis, Indiana Purdue Polytechnic High School; Indianapolis, Indiana Kokomo High School; Kokomo, Indiana Jefferson High School; Lafayette, Indiana Maconaquah High School; Bunker Hill, Indiana Warren Central High School; Indianapolis, Indiana Muncie Central High School, Muncie, Indiana
Commission	Indiana Commission for Higher Education
Contract Award	The acceptance of the Commission’s Award Recommendation
IN GEAR UP	The Indiana GEAR UP grant program that is funded through the U.S. Department of Education and administered by Purdue University in partnership with the Indiana Commission for Higher Education.
Proposal	An offer as defined in IC 5-22-2-17

Respondent	An offeror as defined in IC 5-22-2-18. The State will not consider a proposal responsive if two or more offerors submit a joint or combined proposal. One entity or individual must be clearly identified as the respondent who will be ultimately responsible for performance of the contract.
State	The State of Indiana
State Agency	As defined in IC 4-13-1, "state agency" means an authority, board, branch, commission, committee, department, division, or other instrumentality of the executive, including the administrative, department of state government.

1.3 PROGRAM TITLE

IN GEAR UP 2020 Summer Bridge Program

1.4 SYNOPSIS OF PROGRAM

Indiana GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs), a federally funded program, is issuing a request for proposals (RFP) to fund regional college and career readiness focused bridge programming during the summer of 2020 for IN GEAR UP cohort students entering grade 11 in fall 2020. The IN GEAR UP Summer Bridge must provide students with: (1) opportunities to advance their knowledge or skills in one or more of the following content areas: STEM, employability skills/career awareness, and financial literacy (2) experiences which develop their understanding of and their confidence with all four components of the college-bound process: academic, financial, emotional and social (3) exposure to various local/state postsecondary pathways (certifications, apprenticeships, transfer partnerships, military, etc.).

IN GEAR UP is led by a collaborative team of staff from Purdue University and the Commission. IN GEAR UP follows and provides support to a targeted cohort of students over the course of seven years (2016-2023). IN GEAR UP is currently supporting two cohorts of students (graduating classes of 2022 and 2023) at 11 cohort schools throughout the state. One of the primary goals of IN GEAR UP is to increase the number of students who are prepared to enter and succeed in postsecondary education. As the IN GEAR UP grant enters Year Four, the Commission is charged with supporting regional Summer Bridge Programs for cohort students entering junior year during the summer of 2020.

1.5 POINT OF CONTACT

Indiana Commission for Higher Education
 101 West Ohio Street, Suite 300
 Indianapolis, IN 46204
 Finance@che.in.gov
 Jarod Wilson, Director of Postsecondary Outreach and Career Transitions
Grants@che.in.gov

2.1 AWARD SUMMARY

2.1.1 Available Funding

The IN GEAR UP Summer Bridge Program is funded by the U.S. Department of Education and is administered by Purdue University in collaboration with the Indiana Commission for Higher Education. More information about the national GEAR UP program is available on the U.S. Department of Education website at www.ed.gov/programs/gearup, and for information about the IN GEAR UP program visit <https://www.purdue.edu/indiana-gear-up>.

This funding will provide grant awards (“Grant”) on a *reimbursement basis* to support the development of a two-day, overnight summer bridge programs or expansion of existing programs that support IN GEAR UP cohort students regionally around the state.

Fiscal Impact Statement

Federal Expenditures - Total federal expenditures for the Program Development Grants are estimated to be \$400,000.

2.1.2 AWARD AMOUNTS AND NUMBER OF SUBMISSIONS

2.1.2.1 **Award per Bridge Program/Program Expansion.**

Maximum award amount is \$80,000 per summer bridge program, awarded in one disbursement for the development or expansion of a summer bridge program for IN GEAR UP cohort students entering 11th grade in fall 2020.

IN GEAR UP cohort schools include ([link to map](#)):

Crawford County High School; Marengo, Indiana
West Side Leadership Academy; Gary, Indiana
Charlestown High School; Charlestown, Indiana
Jeffersonville High School; Jeffersonville, Indiana
Arsenal Tech High School: Indianapolis, Indiana
Purdue Polytechnic High School; Indianapolis, Indiana
Kokomo High School; Kokomo, Indiana
Jefferson High School; Lafayette, Indiana
Maconaquah High School; Bunker Hill, Indiana
Warren Central High School; Indianapolis, Indiana
Muncie Central High School, Muncie, Indiana

2.1.2.2 Maximum Number of Awards.

The maximum number of IN GEAR UP Summer Bridge grants are contingent upon the amount of funding available and confidence in the quality and feasibility of programming proposed.

2.1.2.3 Maximum Number Submissions.

An eligible applicant may request grants for multiple qualified summer bridge programs. Preference will be given to Indianapolis based institutions due to largest concentration of IN GEAR UP cohort students (~1750 rising juniors). Institutions outside of Indianapolis must justify feasibility of transportation and recruitment of cohort students for multiple bridge programs.

2.1.2.4 Prioritization of Award Selection.

These grants will help Indiana postsecondary institutions develop two-day overnight summer bridge programs that provide support for Indiana high school students entering the 11th grade in fall 2020. Priority will be given to applications that:

- Promote timely college and career readiness skills for 11th grade
- Offer near-peer support by utilizing student staff/volunteers
- Highlight employability skills, in demand careers and financial aid resources and support for low-income, first generation students
- Utilize diverse partners such as employers, faculty, alumni, local two-year degree and certificate institutions and community-based organizations
- Align activities to the Scholar Success Program
- Provide overnight room and board along with supervision for student attendees
- Do not charge fees for student participation in the program

Priority will also be given to:

- Institutions/campuses who are within one hour of an IN GEAR UP high school and/or can address handling transportation barriers
- Institutions that address how the majority of attendees will be recruited from IN GEAR UP cohort high schools
- Institutions who commit to ongoing support and incentives for participating students (events, fee waivers, grants, etc.,)
- Institutions that have a track record of meaningful collaboration with IN GEAR UP cohort high schools (letters of support from GEAR UP partner schools are encouraged)
- Institutions able to provide in-kind match to resources, materials, services, etc. to benefit the most cohort students possible

The Indiana Commission for Higher Education will use the following rubric to evaluate applicants:

Components of the Proposal	Points (100 Total)
Abstract of Proposal (one page limit)	
Provide a one-page abstract that briefly describes the project including: <ul style="list-style-type: none"> • the thematic focus of the program • name of the institution/departments (s) involved • target number of student participants • primary activities • contributing partners • and proposed outcomes/learning objectives 	10 Points
Program Narrative (seven page limit)	
The thematic focus of the program and the manner in which the content areas and college access components will be addressed.	20 Points
The administrative plan for conducting the program including: <ol style="list-style-type: none"> a) proposed dates b) a tentative daily schedule (two days in length) c) number of participants (students and parents) d) plans for student recruitment/transportation to and from program e) and plans for safety and supervision of students (insurance, background checks for staff, etc.) Describe the qualifications of the program director and other key staff implementing the program, including education and/or work experience.	25 Points
The ability of the recipient to support the proposal both programmatically and fiscally.	5 Points
An established plan for following up with participants throughout the school year.	5 Points
Show demonstrated effectiveness to serve the target population.	10 points
Plan for the evaluation of the program's effectiveness, including outcomes of the program.	10 Points
Accurately describe and justify each budget amount being requested. Include details (calculations) on how each amount was determined and estimated price per student.	15 Points

2.1.3 COST SHARING OR MATCHING REQUIREMENTS

Applicants for the grant are encouraged to provide cost-sharing, in-kind support or matching information from non-federal funding sources, but this is not required.

2.1.4 GRANT LENGTH

The IN GEAR UP Summer Bridge Program grant period will end in August of 2020. Funding must be expensed by July 24, 2020. Grantees must submit final report by July 31, 2020.

2.1.5 PROPOSAL DEADLINE

November 22, 2019

2.1.6 NOTIFICATION OF AWARD SELECTION

Applicants selected to receive IN GEAR UP Summer Bridge Program grants in 2019-2020 will be notified by December 8, 2019.

3.1 PROGRAM PURPOSE

The IN GEAR UP Summer Bridge Program grants are designed to develop or expand summer bridge programs that support Indiana high school juniors who are low-income.

This Request for Proposals (RFP) relates to Proposals from institutions intending to develop or expand new/existing programs that address the needs of college-bound Indiana high school juniors from low-income communities.

Additional information is provided in Section 4.1, Eligibility Information.

4.1 ELIGIBILITY INFORMATION

Entities in the following categories and located in the State of Indiana are eligible to apply for funding under the IN GEAR UP Summer Bridge Program grant:

- Indiana institutions that are eligible to administer State Financial Aid to students
- Indiana postsecondary institutions that can provide overnight accommodations and supervision for participating students

The Applicant (i.e., college, university, ...) applying for this grant is required to document that the funds are used only for programmatic needs related to the proposed summer bridge program. (Please Refer to Section 8: Use of Award Funds)

5.1 INQUIRIES

All inquiries shall be directed to the Point of Contact per RFP Section 1.5.

Any information deemed by the Indiana Commission for Higher Education to be important and of general interest or which modifies requirements of the RFP shall be sent in the form of an addendum to the RFP to all Applicants that have submitted a proposal. All applicants must acknowledge receipt of all addenda, if any, to this RFP by an email to Grants@che.in.gov and Finance@che.in.gov.

6.1 PROPOSAL SUBMISSION GUIDELINES

Each Applicant has the option to submit their completed formal response, including the required attachments, electronically to Jarod Wilson at Grants@che.in.gov and Finance@che.in.gov.

6.10 SUBMISSION DEADLINE

Each Applicant must submit their completed formal response, including the required attachments, on or before, November 22, 2019.

6.11 FORMS REQUIRED FOR SUBMISSION

A formal response to the requirements of this RFP is the grant Proposal.

6.12 SUBMISSION INSTRUCTIONS

If Applicant is submitting their formal response electronically, including any required attachments, it must be sent to the following email addresses: Grants@che.in.gov and Finance@che.in.gov.

Applicant is solely responsible for ensuring that Applicant's complete electronic response is sent to and received by the Indiana Commission for Higher Education in a timely manner. Applicant should retain proof of timely submission.

The Indiana Commission for Higher Education will email confirmation of response to Applicant within three state business days of receipt by the Indiana Commission for Higher Education. Applicant must consider a response not received by the Indiana Commission for Higher Education until Applicant has received an email confirmation from the Indiana Commission for Higher Education. If Applicant has not received such confirmation from the Indiana Commission for Higher Education within three state business days of submission, contact the Point of Contact. Applicant will be requested to provide proof of timely submission.

7.1 GENERAL APPLICANT INFORMATION

A formal response to the requirements of the RFP is the grant Proposal and must include the elements described in Subsections 7.1.1 through 7.1.10 of this RFP.

In completing the Proposal, it is important to provide sufficient information to allow reviewers to clearly evaluate the Proposal based on the selection criteria described in Sections 9.1.2.1 and 9.1.2.2 of this RFP.

7.1.1 GENERAL APPLICANT AND PARTNER INFORMATION

Provide general information on the Applicant, and partner(s), if any, including:

- Name of Applicant Organization. This is the entity that will serve as the fiscal agent for the project.
- Location of Applicant.
- Applicant Contact Information.
- Program Director Information, if available.
- Program Partner(s) Information, if applicable.

7.1.2 PROJECT SUMMARY

The summary should highlight key points of the Proposal, including the defined goals and objectives and a brief rationale for selected strategies to achieve the goals and objectives

7.1.3 DESCRIPTION OF APPLICANT AND PARTNERS

Description of Applicant and Partners should include:

- Description of Applicant and partners expected to participate in the planning and development process.
- Description of the services and programs currently available for high school students in the summer.
- Information relating to other environmental conditions in the campus that could be conducive to the planning, development, and operation of high school summer bridge programs and services.
- Additional information deemed by the Applicant to be pertinent to Applicant's suitability the proposed programs/services.
- Commitment of the Applicant and partners to IN GEAR UP.

7.1.4 ASSESSMENT OF CAPACITY FOR SUMMER BRIDGE PROGRAM

In the assessment of capacity for the IN GEAR UP Summer Bridge Program,

Applicant should discuss at least the items listed below:

- Staffing and campus facilities available to accommodate programming and provide proper supervision for participating students;
- Risk management plan and written policies/procedures in place for hosting minors on campus and overnight;
- Recruitment plan for how IN GEAR UP students will be recruited and supported during and after the Summer Bridge Program.

7.1.5 PROGRAM DESCRIPTION

The Program Description should detail specific objectives of the project, the strategies and activities identified to accomplish those objectives, and the process and metrics for measuring progress toward and attainment of set learning outcomes. Applicant must include at least the following:

- Leadership commitment to the project from within Applicant's institution.
- Identification of the Applicant's and partners' sites that will provide experiences or services for students during summer bridge program.
- Identification of an individual designated as Program Director, who will guide the project.

7.1.6 PROGRAM ACTION PLAN AND TIMELINE

The Program Action Plan and Timeline should include the strategies and activities that support the achievement of the objectives identified in Subsection 7.1.5 between December 2019 and July 24, 2020. Generally, each objective would be supported by more than one strategy and/or activity. If the Applicant is selected for an Award, it is expected that the Project Action Plan and Timeline will be more fully developed and expanded over the course of the grant funding period.

7.1.7 PROGRAM EVALUATION

Applicants must provide an evaluation plan that is aligned with project goals and includes outcomes and appropriate measures for assessment of those objectives. The evaluation plan should allow for qualitative and quantitative progress toward the identified objectives. After the end of the funding period, the IN GEAR UP committee may conduct an evaluation to assess the statewide effectiveness of the IN GEAR UP Summer Bridge programs across all participating sites. Applicants must also participate in such evaluation.

7.1.8 BUDGET

A separate budget must be submitted by the Applicant that will participate in the project funded by IN GEAR UP grant funding. The budget must include a reasonable estimate of funds expenditures over the Grant Period. The budget must include amounts and justification of allowable funds expenditures (as

further discussed in Section 8.1) as well as the approximate cost per student. The IN GEAR UP Committee shall negotiate a final budget with each Awarded Applicant.

7.1.9 FINANCIAL VIABILITY

Provide a financial statement (i.e., a summary of an income statement and or balance sheet) for the Applicant for the previous three fiscal years. This may be in the form of Applicant's most recent audited financial reports. Public institutions are exempt from this requirement.

7.1.10 INSURANCE REQUIREMENTS

Provide certificates of insurance for the institution and background check procedures for individuals who will be working directly with the students during the summer bridge program.

- School shall secure and maintain at all times during the term, at their respective sole expense, commercial general liability insurance covering themselves and their respective agents and employees. Such coverage provided by School may be afforded via commercial insurance, self-insurance, a captive, or some combination thereof at limits of at least \$1,000,000 per occurrence and \$3,000,000 aggregate.
- School shall also maintain during term auto liability insurance covering themselves and their respective agents and employees of at least \$1,000,000 per occurrence. All drivers must pass School's driver qualification requirements.
- School shall secure and maintain at all times during the term, at their respective sole expense, workers' compensation at statutory limits.
- Each Party shall provide the other written notice of material changes or cancellation of the policy within fifteen (15) days of the insured's receipt of notice from the insurance company. Such coverage shall be primary and non-contributory. Upon either party's reasonable request, the other party shall provide a certificate of insurance evidencing such coverage.
- All school employees, agents, and volunteers that interact with minors must pass, at minimum, a sex and violent offender registry check, which is verification that the individual is not listed as having any convictions of certain sex and violent crimes on the Dru Sjodin National Sex Offender Public Website nor the Indiana Sex and Violent Offender Registry, nor any other national or state registry that may become available.

7.1.11 CERTIFICATION OF THE PROPOSAL INFORMATION

The Proposal must be certified by an individual who is legally authorized to submit the Proposal on behalf of the Applicant.

8.1 USE OF AWARD FUNDS

8.1.1 ALLOWABLE COSTS

Funds awarded under the IN GEAR UP Summer Bridge grants must be spent only on activities directly related to the IN GEAR UP Summer Bridge Grant program(s). All reasonable costs in the budget categories below are allowable:

- Personnel Compensation: Compensation would generally encompass a portion of salaries, wages, and benefits of personnel, including, but not limited to, Project Director, and support staff.
- Equipment Usage and Consumable Supplies: Funds expended on Equipment usage and consumable supplies must not exceed 15% of total project budget.
- Fees to External Consultants: Consulting assistance would generally include, but not be limited to, hiring chaperones, instructors, or student staff.
- Student Lodging and Meals (on campus)
- Facilities Rental
- Printing and Promotional Materials: These materials must include the IN GEAR UP program logo.
- Postage and Mailing
- Other Direct Costs: Approval of expenditures for Other Direct Costs is at the discretion of the IN GEAR UP Committee. These costs must be specifically identified and justified in the Proposal budget or must be subsequently approved by the IN GEAR UP Committee via a Budget Change Request.

Salaries/stipends and benefits that are calculated at a higher pay rate than that which an individual (or similar position) normally receives are not allowed.

8.1.2 NON-ALLOWABLE EXPENSES

- Gifts, gift cards, and certificates
- Financial Aid/Incentives
- T-Shirts/Apparel
- Charitable Donations
- Equipment and Capital Assets: Items that will last beyond the summer bridge program such as furniture, tablets/laptops

8.1.3 BUDGET CHANGES

Over the life of the grant, no more than a total of \$10,000 may be transferred across the allowable budget categories listed in Subsection

8.1.1 without prior IN GEAR UP Committee (at CHE) approval.

A budget change request must be received, approved, and an amendment to the grant agreement must be executed before funds may be spent outside of the original budget categories.

9.1 SELECTION FOR FUNDING

9.1.1 PROPOSAL SCREENING

The IN GEAR UP Committee will review Proposals to determine if they adhere to the Grant program requirements and the funding priorities contained in the RFP. A Proposal must meet the requirements of the RFP and be submitted with proper authorization before or on the day specified by in the RFP to qualify for further consideration.

9.1.2 SELECTION OF APPLICANTS FOR AWARDS

9.1.2.1 Evaluation. The IN GEAR UP Committee shall evaluate Proposals based upon the selection criteria below.

- (a) The defined objectives, strategies, and activities are appropriate and reasonably achievable within the grant period.
- (b) Planned resources are adequate and their allocation is sufficient to achieve project goals and objectives.
- (c) Applicant's and partners' sites offer sufficient learning and exposure opportunities for participating 11th grade students.
- (d) Applicant's will collect, track, and report all necessary school level and student level data required for program reporting and evaluation.
- (e) Applicant's Program Plan indicates the intent to fully implement the actions necessary in establishing/expanding a summer bridge program that will be sustained as part of the program's infrastructure for years to come
- (f) Geographic location and proximity to participating IN GEAR UP High Schools will also be considered in selection. Emphasis: It is a priority that the majority of students attending the Summer Bridge Program are 11th grade students from IN GEAR UP Cohort Schools.

9.1.2.2 Priority for Funding. Priority will be given to Applicants that provide the following:

- (a) Institutions that commit to providing the two-day overnight summer bridge program on-campus for at least 100 rising 11th grade students in summer 2020 (at least 50% from IN GEAR UP cohort [schools](#)).
- (b) Institutions that are eligible to administer state financial aid.

The items listed above are not intended to be in order of importance.

9.1.3 RECOMMENDATION FOR FUNDING

The IN GEAR UP Committee shall make a recommendation of selected Applicants to be funded to the Commission for Higher Education. The Commissioner shall make the final funding decision and submit it to the IN GEAR UP Committee for their final approval.

10.1 DISTRIBUTION OF AWARD FUNDS

10.1.1 ISSUANCE OF GRANT AWARD

Following the announcement of awards and any negotiations between the Indiana Commission for Higher Education and each Awarded Applicant, the Awarded Applicants will receive an electronic notice of the Grant Award.

10.1.2 FUNDS DISTRIBUTION

- Grants are funded through funds from the U.S. Department of Education. Awardees shall receive payments through the Indiana Commission for Higher Education.
- The Indiana Commission for Higher Education is not bound by any award estimates in the Request for Proposal (RFP). Funding may be reduced or terminated if funds allocated for either of the two years of this program should become reduced, depleted, or unavailable during the Contract Term.
- After making a finding that an awarded applicant has failed to perform or failed to conform to Grant Conditions, The Indiana Commission for Higher Education may retract or reduce the Grant Amount for the Awarded Applicant.

10.1.3 LAST DAY OF EXPENDITURES

- Grant Award funding must be expended by July 24, 2020.
- No-Cost Extension of Grant Period. At the discretion of the IN GEAR UP Committee, a one-time, no-cost extension of the Grant Period may be granted if the Applicant is in good standing with all reporting requirements.

10.1.4 RETURN OF UNEXPENDED FUNDS

Awarded Applicants shall return any unexpended funds at the end of the Grant Period.

11.1 REPORTING REQUIREMENTS

The Program Director of the Grant must electronically submit the reports listed in Sections 11.1.1 – 11.1.2 below.

11.1.1 PROGRAM FINAL REPORT

A program Final Report will be required to be submitted to the Indiana Commission for Higher Education electronically by July 31, 2020. The report will provide a summary of progress to date, including a description of the project and its results as measured by the Project Evaluation Plan (including but not limited to, the evaluation metrics of goals and objectives provided in the grant Proposal).

11.1.2 FINAL FINANCIAL REPORT

No later than July 31, 2020, a Final Financial Report shall be submitted electronically to the Indiana Commission for Higher Education in a format specified by the IN GEAR UP Committee. The Final Financial Report must detail the actual expenditures for the Grant Term by purpose and amount. The report must also document the unexpended balance of Grants program funds as of July 24th. The Final Financial Report must include a statement certifying expenditures and unexpended balance signed by the authorized representative of Awarded Applicant. An Auditor's Report may be requested if deemed necessary by the Indiana Commission for Higher Education.

11.1.4 DELINQUENT REPORTS

Awarded Applicants with any required reports deemed to be delinquent may be required to return unexpended funds.

The Commissioner of the Commission for Higher Education or their designee will, in the exercise of their sole discretion, determine which proposal(s) offer the best means of servicing the interests of the State. The exercise of this discretion will be final.

-- End of Request for Proposal --